

# MONROE COUNTY

## JOB DESCRIPTION

**Position Title:** DIRECTOR AIRPORTS

**Date:** 07/03/03

**Position Level:** 12

**FLSA Status:** Exempt

**Class Code:** 12-6

### GENERAL DESCRIPTION

Primary function is to manage the Key West International Airport, and oversee the Management of the Marathon Airport. The Director oversees the Airport's daily operations, plans for future construction projects and environmental studies in conjunction with the FAA, FDOT and other Federal, State, and County agencies. Reports directly to the County Administrator.

### KEY RESPONSIBILITIES

1. \*Supervises administration, maintenance, operations, security, and Airport Rescue Fire Fighters at both County Airports (Key West and Marathon).
2. Plan and develop improvements and construction projects at both Airports with the County Administrator and Airport consultants.
3. \* Supervise all operational activities at both Airports to ensure compliance with leases and FAA, FDOT, and County regulations.
4. \*Supervise and implement all FAA Security measures at both Airports. Ensure compliance with all FAA security directives.
5. \*Supervise overall maintenance, repair, and cleaning of public terminal buildings.
6. Prepare and monitor budgets for both Airports.
7. Negotiate leases with Airport users.
8. Supervise and enforce all commercial ground transportation activities at both airports.
9. Coordinate activities of other governmental airport users, i.e. Customs, Immigration, Agriculture, FAA, National Weather service.
10. Supervise special events at the Airports - Airshows, etc.
11. Coordinate airport issues with public and civic organizations.

\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

<b>Position Title:</b> DIR, AIRPORTS	<b>Class Code:</b> 12-6	<b>Position Level:</b> 12
--------------------------------------	-------------------------	---------------------------

<b>KEY JOB REQUIREMENTS</b>	
<i>Education:</i>	Bachelor's Degree required. Major(s) required: Airport Management or related field.
<i>Experience:</i>	3 to 5 years.
<i>Impact of Actions:</i>	The work involves leadership which routinely affects multiple divisions of Monroe County and/or the surrounding community in a demonstrable way.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular contact with internal and external persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and/or managing relationships at a high level.
<i>Managerial Skills:</i>	Responsible for supervising multiple functions, with full responsibility for effective operation and results.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	On Call 24 hours a day to respond to emergencies at the airports.

<b>APPROVALS</b>	
<i>Department Head:</i>	
Name: _____	Signature: _____ Date: _____
<i>Division Director:</i>	
Name: _____	Signature: _____ Date: _____
<i>County Administrator:</i>	
Name: _____	Signature: _____ Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_